



Brussels, 16.6.2014
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COMMISSION IMPLEMENTING DECISION

of 16.6.2014

**concerning the adoption of the 2014 work programme and the financing for the
implementation of the EU Aid Volunteers initiative**

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation No 375/2014 of the European Parliament and the Council establishing for the period 2014-2020 the "EU Aid Volunteers" initiative¹ (COM(2012)514 final) and in particular Article 21(3) thereof,

Having regard to Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union² (hereinafter referred to as the 'Financial Regulation'), and in particular Article 84(2) thereof,

Whereas:

- (1) The European Voluntary Humanitarian Aid Corps ('EU Aid Volunteers initiative') established by Regulation No 375/2014/EU (hereinafter referred to as the Regulation), aims to contribute to strengthening the Union's capacity to provide needs-based humanitarian aid aimed at preserving life, preventing and alleviating human suffering and maintaining human dignity and to strengthening the capacity and resilience of vulnerable or disaster-affected communities in third countries, particularly by means of disaster preparedness, disaster risk reduction and by enhancing the link between relief, rehabilitation and development.
- (2) Pursuant to Article 21(2) of the Regulation, financial assistance to ensure implementation of the EU Aid Volunteers initiative may take any of the forms provided by the Financial Regulation, the subject and conditions of which assistance are to be further specified in annual work programmes, as required by Article 21(3) of the Regulation and Article 128 of the Financial Regulation.
- (3) The present work programme identifies the actions that should be eligible for financial assistance in 2014 under the EU Aid Volunteers initiative.
- (4) This Decision should allow for the payment of interest due for late payment on the basis of Article 92 of the Financial Regulation and Article 111(4) of the Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of the Financial Regulation (referred to hereinafter as 'the Rules of Application').
- (5) In order to provide for some degree of flexibility while applying specific actions covered by this Decision, it is necessary to foresee a possibility for the Authorising Officer to introduce non substantial changes on specific actions. Such changes should

¹ OJ L 122/1, 24.4.2014 p. 1–17

² OJ L 298, 26.10.2012, p. 1.

not, however, have a disproportionate impact on the budget line concerned and they should not significantly affect the nature and objectives of the action.

- (6) For the application of this Decision, it is appropriate to define the term 'substantial change' within the meaning of Article 94(4) of the Rules of Application.
- (7) This constitutes a financing Decision within the meaning of Article 84 (2) of the Financial Regulation and Article 94 of the Rules of Application.
- (8) The measures provided for in this Decision are in accordance with the opinion of the Committee established by Article 26 of Regulation No 375/2014/EU.
- (9) The 2014 Annual Work Programme to implement Regulation No 375/2014/EU should therefore be adopted,

HAS DECIDED AS FOLLOWS:

Article 1

The annual work programme for the implementation of the "EU Aid Volunteers initiative" for the year 2014, as set out in the Annex, is hereby adopted.

The annual work programme constitutes a financing decision within the meaning of Article 84 of the Financial Regulation.

Article 2

The maximum contribution for the implementation of the programme for the year 2014 is set at EUR 12 148 000, to be financed from Budget line 23 04 01 (EU Aid Volunteers) of the general budget of the European Union for 2014:

These appropriations may also cover interest due for late payment.

Article 3

Cumulated changes to the allocations to specific actions not exceeding 20 % of the maximum contribution set in Article 2 of this Decision shall not be considered to be substantial within the meaning of Article 94(4) of Delegated Regulation (EU, Euratom) No 1268/2012, where those changes do not significantly affect the nature of the actions and objective of the work programme. The increase of the maximum contribution set in Article 2 of this Decision shall not exceed 20 %.

The Authorising Officer responsible may amend the present decision to introduce non-substantial changes in accordance with the principles of sound financial management and proportionality.

Done at Brussels, 16.6.2014

For the Commission
Kristalina GEORGIEVA
Member of the Commission

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ANNEX

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EU Aid Volunteers initiative (European Voluntary Humanitarian Aid Corps)

WORK PROGRAMME 2014

Preamble

The budget amount indicated covers EU Member States' participation as earmarked for 2014. It may be supplemented by contributions from the EEA countries and future acceding, candidate or potential candidate countries as well as partner countries of the European neighbourhood policy which have signed the appropriate agreement with the EU as provided for under Article 23 of the Regulation establishing the European Voluntary Humanitarian Aid Corps ("EU Aid Volunteers initiative").

LEGAL BASIS

Regulation n° 375/2014 of 3 April 2014 establishing the European Voluntary Humanitarian Aid Corps ("EU Aid Volunteers initiative").

BUDGET ITEMS

23 04 01: EU Aid Volunteers

BUDGET AMOUNTS

23 04 01: EUR 12 148 000

Introduction

2014 will be the first year of implementation of actions following the adoption of the Regulation 375/2014/EU. Due to the need to adopt implementing and delegated acts foreseen therein, 2014 will be mainly a year of preparatory measures. In the field of needs assessment, capacity building and technical assistance for certification first actions will be launched.

The pilot projects for the EU Aid Volunteers that started in the middle of 2013 will run for the whole of 2014 allowing for a smooth transition to deployment of EU Aid Volunteers under the Regulation as of 2015, the first call for proposals covering deployment of the EU Aid Volunteers under this initiative being planned to be published during the first trimester of 2015.

It is envisaged to delegate certain tasks related to the technical implementation of the initiative to the Executive Agency EACEA. The agency will notably be in charge of managing calls for proposals under action 1, implement the certification process under 2 and manage the call for tender under action 3.

Objectives and priorities of the EU Aid Volunteers initiative in 2014

The **objectives** are to

- Provide technical assistance to prospective sending organisations to prepare for certification.
- Build capacities of prospective hosting organisations from third countries in view of receiving EU Aid Volunteers in the future and to prepare for implementation of EU Aid Volunteers' projects.
- Launch the certification process of sending and hosting organisations.
- Develop the technical environment for all related support measures such as the database, the Network and communication activities.
- Launching an insurance contract that would ensure insurance coverage of EU Aid Volunteers and other participants for the period 2015-2020.

In order to achieve these objectives, the 2014 Work Programme covers **4 strands of actions**:

1. Technical assistance and capacity building

Objectives	Strengthening the capacities of sending and hosting organisations intending to participate in the EU Aid Volunteers initiative and to ensure compliance with the standards and procedures regarding candidate volunteers and EU Aid Volunteers.
Expected results	<p>Capacities of up to 100 sending and hosting organisations are strengthened in the fields of</p> <ul style="list-style-type: none"> ▪ Disaster risk management, preparedness and response as well as linking relief, rehabilitation and development; ▪ Volunteer management according to the standards and procedures for the management of the candidate volunteers and the EU Aid Volunteers; ▪ Strengthening local volunteering in third countries; ▪ Capacities to undergo certification including administrative capacity; ▪ Tools and methods of needs assessment at a local level; ▪ Building partnerships with a view of joint projects in the context of the EU Aid Volunteers initiative. ▪ Communicating the Union's humanitarian aid principles agreed in the European Consensus on Humanitarian Aid and raise awareness levels and visibility of its humanitarian aid.
Type of activity	Capacity building activities, trainings, seminars, workshops, job shadowing, twinning and other relevant activities.

Indicative amount	EUR 6 948 000
Type of procedure	Call for proposals with two sub-actions: one for technical assistance for sending organisations (action 2a) and one for capacity building of hosting organisations (action 2b).
Indicative schedule	Call published: 4 th quarter 2014 Implementing acts on procedures and Delegated Acts on standards regarding candidate volunteers and EU Aid Volunteers adopted: 4 th quarter 2014 (target dates) Grant agreements signed: 2 rd quarter 2015
Essential eligibility, selection and award criteria	<p><i>Sub-action 1a): Technical Assistance</i></p> <p><i>Eligibility criteria</i></p> <ul style="list-style-type: none"> ▪ Projects are designed and implemented by transnational partnerships involving entities from at least three countries participating in the programme and belonging to one of the categories mentioned in Article 10(3)(c) of the Regulation. ▪ The lead applicant and at least one other applicant in each project are active in the field of humanitarian aid as defined in article 3 (d) of the Regulation for at least 5 years. ▪ At least one applicant in each project must have been active in the field of volunteer management for at least 5 years. <p><i>Eligible activities</i></p> <ul style="list-style-type: none"> ▪ Study / scoping visits to refine and finalise needs assessment of the action; ▪ Coaching and mentoring of key sending organisation paid staff and volunteers; ▪ Capacity building activities; ▪ Training and train the trainer; ▪ Seminars and workshops; ▪ Job shadowing; ▪ Twinning arrangements and exchange of staff; ▪ Exchange good practices of humanitarian volunteer management and other fields mentioned under 'expected results'; ▪ Activities to foster partnership building between prospective sending and between sending and hosting organisations.

Selection criteria

- Project applicants have the operational capacity, professional qualifications and experience to carry out a project according to the proposed objectives and deliverables;
- Financial soundness of all project participants: financial viability and co-financing capacity;
- The lead project applicant has a relevant track record in providing technical assistance to other organisations in the fields related to the EU Aid Volunteers initiative.

Award criteria

Relevance of the project:

- The relevance of the proposal to the objectives and the priorities of the call for proposals.
- The extent to which:
 - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
 - Projects demonstrate that they are based on a thorough needs assessment concerning the needs for technical assistance addressed by the project.

Quality of the project design and implementation:

- The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and (as appropriate) dissemination;
- The appropriateness and quality of the methodology proposed: Consistency between project objectives and activities proposed; logical links between the identified problems, needs and solutions proposed (e.g. Logical Frame Concept); feasibility of the project within the proposed time frame;
- The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;
- Cost effectiveness: the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money;

Quality and of the partnership and cooperation arrangements:

- The extent to which the project involves an appropriate mix of complementary participating organisations with the necessary profiles and experience to successfully deliver all aspects of the project;
- The extent to which the project proposed benefits organisations from countries that joined the EU in 2004 or thereafter or organisations

from other countries participating in the programme that are underrepresented in humanitarian aid;

- The existence of effective mechanisms for coordination and communication between the participating organisations.

Impact and dissemination:

- The quality of measures for evaluating the impact of the project;
- The potential impact of the project on participants and partner organisations, during and after the project lifetime;
- The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;
- European dimension:
 - the expected results display the understanding and capacity of the applicant and partners to communicate the Union's humanitarian aid principles agreed in the European Consensus on Humanitarian Aid and raise awareness levels and visibility of its humanitarian aid. .
 - the expected results serve the interest of a large number of participating states and could be efficiently reproduced and/or transferred to other participating states, regions or organisations.

Sub-section 1b): Capacity building

Eligibility criteria

- Projects are designed and implemented by transnational partnerships involving entities from at least three countries participating in the programme belonging to one of the categories mentioned in the Regulation (Article 10(3)(c)) and at least three third countries in which humanitarian aid activities and operations as per Article (3)(d) take place and which belong to one of the categories mentioned under Article 10(4)(c).
- In each project, the project applicants from countries participating in the programme and at least 2 project applicants from third countries in which humanitarian aid activities and operations take place are active in the field of humanitarian aid as defined in article 3 (d) of the Regulation.
- Project applicants from countries participating in the programme must have been active in the field of humanitarian aid for at least 5 years.
- At least one applicant from countries participating in the programme in each project must have been active in the field of volunteer management for at least 5 years,

Eligible activities

- Study / scoping visits to refine and finalise needs assessment of the action;
- Activities to build / strengthen capacities;
- Training courses for third country trainers, coaches, mentors and other multipliers;
- Seminars and workshops;
- Job shadowing;
- Twinning arrangements and exchange of staff;
- Exchange good practices of humanitarian volunteer management and other fields mentioned under 'expected results';
- Study visits of up to 3 months for key paid staff or volunteers from third countries to be based in European partner / applicants organisations;
- Activities to foster partnership building between prospective sending and hosting organisations.

Selection criteria

- All participants have the operational capacity, professional qualifications and experience to carry out a project according to the proposed objectives and deliverables;
- Financial soundness of all project participants: financial viability and co-financing capacity;
- The project applicants from the countries participating in the programme have a relevant track record in providing capacity building in the field of humanitarian aid to organisations in third countries in the fields related to certification for the EU Aid Volunteers initiative.

Award criteria

Relevance of the project:

- The relevance of the proposal to the objectives and the priorities of the call for proposals.
- The extent to which:
 - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
 - third countries project partners are countries:
 - identified as vulnerable or crisis prone/fragile in the 2014 GVCA Crisis and Vulnerability Index, or the 2014 the Forgotten Crisis Index, or
 - represent resilience focused countries in implementation of the EU Resilience Action Plan;
 - Projects demonstrate that they are based on a thorough needs assessment concerning the needs for capacity building addressed by the project.

	<p>Quality of the project design and implementation:</p> <ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and (as appropriate) dissemination; ▪ The appropriateness and quality of the methodology proposed: Consistency between project objectives and activities proposed; logical links between the identified problems, needs and solutions proposed (e.g. Logical Frame Concept); feasibility of the project within the proposed time frame; ▪ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; ▪ Cost effectiveness: the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money; <p>Quality and of the partnership and cooperation arrangements:</p> <ul style="list-style-type: none"> ▪ The extent to which the project involves an appropriate mix of complementary participating organisations with the necessary profiles and experience to successfully deliver all aspects of the project; ▪ The existence of effective mechanisms for coordination and communication between the participating organisations. <p>Impact and dissemination:</p> <ul style="list-style-type: none"> ▪ The quality of measures for evaluating the impact of the project; ▪ The potential impact of the project on participants and partner organisations, during and after the project lifetime; ▪ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations; ▪ European dimension: <ul style="list-style-type: none"> - the expected results display the understanding and capacity of the applicant and partners to communicate the Union's humanitarian aid principles agreed in the European Consensus on Humanitarian Aid and raise awareness levels and visibility of its humanitarian aid. - the expected results serve the interest of a large number of countries participating in the programme and could be efficiently reproduced and/or transferred to other participating states, regions or organisations.
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2. Certification

Objectives	Ensure compliance of future hosting and sending organisations with the standards and procedures regarding candidate and EU Aid Volunteers.
Expected results	The certification mechanism has been launched and relevant

	organisations are informed about the possibility to apply and certified if complying with the rules. The first successful certifications are expected for early 2015.
Type of activity	<ul style="list-style-type: none"> • Selection of assessors for certification; • The procedure for certification and the arrangements according to which the organisations are certified are to be established during 2014 by an implementing act. • Call for expression of interest for certification.
Indicative amount	EUR 200 000
Type of procedure	Call for expression of interest Creation of expert database of assessors
Indicative schedule	Implementing Act on certification mechanism adopted: 4 th quarter 2014 (target date). Choice of pool of assessors: 4 th quarter 2014 Launch of certification process / publication of call for expression of interest: End 2014

3. Insurance

Objectives	Ensuring that EU Aid Volunteers, candidate volunteers undertaking apprenticeship placements and participants to the capacity building activities taking place in the European Union are covered by a complete insurance plan specifically designed to protect them during the entire duration of their project, notably as concerns medical and dental care, pregnancy and childbirth, accident, repatriation, life insurance, insurance against permanent disability and third party liability. In order to ensure harmonised coverage of all participants and following the good practice under the European Voluntary Service, the Commission aims at contracting an insurance company covering all volunteers for the full programme period rather than having implementing partners contracting out individually.
Expected results	An insurance contract is signed for the period 2015-2020 covering all EU Aid Volunteers, candidate volunteers undertaking apprenticeship placements and capacity building participants for actions taking part in Europe.

Type of activity	Insurance coverage by external contractor
Indicative amount	EUR 4 000 000 (commitments for the period 2015-2020; annual payments to start with first volunteers on apprenticeship placements / deployment)
Type of procedure	Call for tender
Indicative schedule	Implementing acts on procedures, including insurance coverage adopted: 4 th quarter 2014 (target date) Call for tender launched: 4 th quarter 2014 Signature of contract: 2 nd quarter 2015

4. Support measures

Objectives	<p>Creation of a central platform, that ensures smooth implementation of the EU Aid Volunteers initiative from a technical point of view; creation of a database for (future) EU Aid Volunteers and of a network for the EU Aid Volunteers initiative, including a platform for interaction between (future) candidate volunteers and EU Aid Volunteers, sending and hosting organisations as well as representatives of the Member States and of the European Parliament.</p> <p>Information and awareness raising of potential beneficiaries concerning the programme and its opportunities, thereby contributing to effective communication of the Union's humanitarian aid principles.¹</p>
Expected results	<ul style="list-style-type: none"> • The technical environment of the Database and the Network for the EU Aid Volunteers initiative have been created and set-up; • The technical environment for the online volunteering programme has been created and set-up; • A Communication Plan for the EU Aid Volunteers is designed; • Relevant actors are informed about opportunities arising during 2014 in the context of the initiative.
Type of activity	<ul style="list-style-type: none"> • Networking and alumni activities planned for future participants to the programme; • IT environment set-up;

¹ It is not foreseen that the EU Aid Volunteers initiative contributes directly to specific corporate activities in 2014, but it may do so in the future as envisaged in point 3 of the Communication SEC(2013)486 final of 23.9.2013.

	<ul style="list-style-type: none"> • Communication and awareness raising activities on the programme including seminars, conferences, visibility items, visual material, brochures.
Indicative amount	EUR 1 000 000
Type of procedure	Call for tender or use of existing framework contracts
Indicative schedule	<p>Call for tender for technical implementation launched: 3rd quarter 2014</p> <p>Signature of contract: 1st quarter 2015</p> <p>Use of existing framework contracts for visual material: 4th quarter 2014</p> <p>Use of existing framework contract for communication events and seminars: 4th quarter 2014</p>